

Documents Check List

《NOTICE》

- * Japanese translation must be attached to any documents written in any languages other than Japanese. The translator's name and address must be written on the translation.
- * Every document must be dated and prepared within the 3 months prior to application.
- * If you need more forms, please copy them clearly and use them.
- * If you have applied for a pre-college student visa at other schools before, please tell us and bring the all related documents.

Required for applicants

No.	Name of document	What to check	check	translation
1	Admission Application [Designated Form 1]	<ul style="list-style-type: none"> • Must be filled in by applicant. • Fill in the blanks without abbreviation such as the names of schools or addresses . • If you have a blank in your business career or academic career, please write the reason. 		—
2	7 photos (3cm × 4cm)	<ul style="list-style-type: none"> • Photos must be taken within the past 3 months. • Write the applicant's name and school name (Kumamoto YMCA) on the back of photos. 		—
3	Copy of passport	<ul style="list-style-type: none"> • Copy all of the pages of applicant's passport. 		—
4	A certification of applicant's identification	<ul style="list-style-type: none"> • Submit original applicant's census registers or a copy of resident registration. 		
5	Purpose of Studying Japanese in Japan [Designated Form 2]	<ul style="list-style-type: none"> * This is one of the most important documents for application to our school. • Must be filled in by applicant in own language. • Write your reason for studying at the YMCA or plan for the future in details. 		
6	Original Diploma or a certificate of graduation from the most recently attended institution	<ul style="list-style-type: none"> • Please submit an original diploma or certificate of graduation. • If you have a degree, please submit it. 		
	Original transcript or a list of students' grades	<ul style="list-style-type: none"> • Please submit a certificate shows every terms' grades. 		
7	Proof of employment or proof of enrollment	<ul style="list-style-type: none"> • If you are working at a company or studying at a school when you apply, please submit proof of it. • If you have past working experiences, please submit as many documents of past employment as possible. 		
8	Certificate of Japanese language ability	<ul style="list-style-type: none"> • Please submit either of ① or ②, and ③. ① Test results of higher than the N5 of the Japanese language proficiency test. ② Test results of higher than Level F of the J. TEST. ③ Certificate of more than 150 hours studying at Japanese language schools. 		—
9	Pledge			—

Required for bearers of expenses

No.	Name of document	What to check	check	translation
10	Documents to explain the applicant's ability to pay tuition and other living expenses in Japan. ☆This is one of the most important documents for application to our school.			
	(A) If the applicant will finance the course him / herself:			
	Employment certificate	• Submit a certificate including name, address, phone number, employment period and job specifications.		
	Certificate of annual income and Income tax report	• Submit a certificate which is mentioned of annual income for last 1 year.		
	Certificate of bank balance and copies of bankbook	• Submit a certificate of bank balance which has money equivalent to tuition fees and living cost in Japan. • Submit copies of bankbook for last 1 year which shows process of the bank balance.		
	(B) If the applicant's parents or relatives will finance the course			
	Financial Plan [Designated Form-3]	• Be sure it is written by the payer.		
	Report of why the payer accepts financing for the applicant	• If the payer is not a parent, please explain the relation or the reason to accept financing in details.		
	Explanation of the source of funds	• Submit a letter to explain the source of funds in details.		
	Certificate of Employment	• Company employee: employment certificate including name, address, phone number, employment period and job specifications • Executive officer of the company: a copy of corporate/business registration • Self-employed: a copy of business permit		
	Certificate of annual income	• Submit a certificate which is mentioned of annual income for last 1 year.		
	Certificate of bank balance and copies of bankbook	• Submit a certificate of bank balance which has money equivalent to tuition fees and living cost in Japan. • Submit copies of bankbook for last 1 year which shows process of the bank balance.		
	A certification of the relation between applicant and payer	• Submit Original applicant's census registers or a copy of resident registration.		
	(C) If someone else living in Japan will finance the course			
	Financial Plan [Designated Form-3]	• Be sure it is written by the payer.		—
	Report of why the payer accepts financing for the applicant	• If the payer is not a member of family or relatives, please explain the relation or the reason in details.		—
	Explanation of the source of funds	• Submit a letter to explain the source of funds in details.		—
	Employment certificate	• Company employee: employment certificate including name, address, phone number, employment period and job specifications • Executive officer of the company: a copy of corporate/business registration • Self-employed: a copy of business permit		—
	Certificate of annual income/ Income tax report	• Submit a certificate which is mentioned of annual income for last 1 year.		—
	Certificate of bank balance and copies of bankbook	• Submit a certificate of bank balance which has money equivalent to tuition fees and living cost in Japan. • Submit copies of bankbook for last 1 year which shows process of the bank balance.		—
	A certification of the relation between applicant and payer	• Submit Original applicant's census registers or a copy of resident registration.		
	Resident registration	• If the payer is not a Japanese citizen, submit a alien registration certificate.		—